



Microsoft Quick Reference Guide

2.2 Gold Using the DMS Global Directory

Directory

This Quick Reference Guide describes how to find organizational addresses in the Defense Message System (DMS) Global Directory and how to store these addresses in your Personal Address Book (PAB) for future use.

The basic steps for finding an organizational address are:

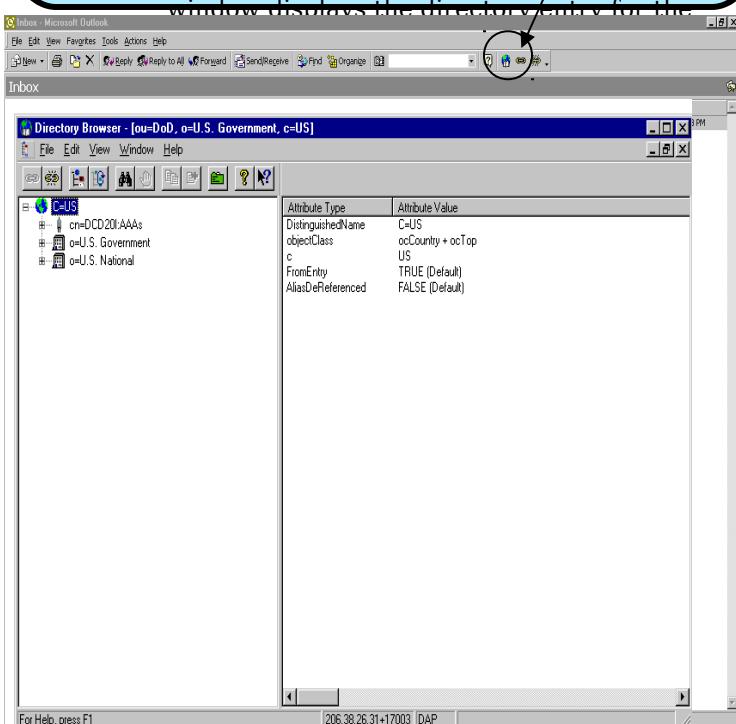
- Access the DMS Global Directory
- “Walk” down the directory tree to find the recipient’s organization

The DMS Global Directory contains address information for all DMS users, including individuals and organizations. In addition, the Global Directory contains Mail List addresses (see page 3) and AUTODIN addresses (see page 4). All DMS users have access to the Global Directory. The Global Directory is accessed using a Directory Browser tool. Use the DMS Global Directory to find DMS organizational addresses and store them in your PAB.

Your PAB contains DMS addresses stored from the Global Directory, non-DMS addresses you use for regular e-mail, and distribution lists you have created to send messages to multiple recipients.

1 Only you have access to your PAB. Use your PAB to identify message recipients. Click the Microsoft Outlook icon to open the DMS Global Directory. The icon looks like a globe with a small book in front of it.

The Directory Browser window is divided into two parts. The left side of the window is the directory “tree”. The right side of the window displays the directory entry for the



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The first level of the Global Directory is C=Us. Double click the highlighted item on the left side of the window to display the next level of the Global Directory. Continue this process until you have moved down the Directory tree to at least level 4 (the Service/Agency level). In the example pictured below, there are directory tree levels for C=Us, o=U.S. Government, ou=DoD, and ou=DISA.

Attribute Type	Attribute Value
DistinguishedName	ou=DISA, ou=DoD, o=U.S. Government, c=Us
objectClass	ocOrganizationalUnit + ocTop
ou	DISA
facsimileTelephoneNumber	1
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

3

When you reach the level where you expect to find your entry, perform an in-depth search for the exact organizational entry. Do not perform an in-depth search until you are at least at level 4 (the Service/Agency level) of the Global Directory. Click the binoculars icon to open the Search Parameters window.

Click the Define Filter button to begin your



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Click the arrow to the right of the "Attribute.." column and choose the value "ou" or "cn". Generally the value "ou" is reserved for organizational accounts and the value "cn" is representative of individual or specific accounts. The majority of accounts currently existing within the DMS directory are organizational (ou) accounts.

Click the arrow to the right of the "Operator..." field and choose the value "Contains."

Enter the field of the organization or individual you wish to search in the

The screenshot shows two windows. The top window is titled "Search Parameters" with fields for "Base DN" (ou=DISA, ou=DoD, o=U.S. Government, c=US), "Filter Name" (commonName), and buttons for "OK", "Cancel", "Define Filter...", and "Help". The bottom window is titled "Define Search Filter" with a table for filtering by attribute (Group: ou, Attribute: commonName, Operator: Contains, Value: GSM). It also includes buttons for "OR", "AND", "UnGroup All", "Check filter", "New Filter Item", and "Delete".

Creating Personal Distribution Lists

To create your own Personal Distribution List, return to MS Outlook and click the "New" button to start a new message. Then click the "To..." button in the message window. The "Select Names" window will appear. Click the "New" button at the lower left corner. From the "Select the entry" window, click the "Personal Distribution List" button and then click "OK". Enter the name of your distribution list in the "Name" field. Then click the "Add/Remove Members" button. Scroll down the address window on the left until you see the entry you want to add to your list. Highlight the entry by clicking on it, then click the "Members" button. Repeat this step for each name you want to add to your distribution list. When you are finished adding entries to the list, click the "OK" button. Click the "OK" button again on the next screen. Your Personal Distribution List has now been permanently stored in your PAB.

To use a Personal Distribution List, click the "To..." or "Cc..." button to display your PAB. Search the PAB until you see the Personal Distribution List name. Then click the "To->" or "Cc->" button to add the distribution list to your set of message recipients.

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When the search is completed, the directory tree will display all entries that meet your search conditions.

Scroll down the tree until you locate your entry. Add the entry to your Personal Address Book (PAB) by highlighting the entry and clicking the PAB icon on your tool bar. The PAB icon looks like a page with a "+" sign in the upper right corner.

Click Close.

The screenshot shows the "Directory Browser - [Search Results for commonName]" window. It lists search results for "commonName" under "ou=DISA, ou=DoD, o=U.S. Government, c=US". One entry, "ou=GSM GSM(n)", is highlighted. The "Attribute Type" and "Attribute Value" columns show details for this entry, including distinguished name, object class, and various attributes like "commonName" and "mail". A toolbar icon for adding to PAB is circled.

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To use the address you saved in your PAB, return to MS Outlook and click the "New" button to start a new message. Then click the "To..." button in the message window. The "Select Names" window will appear.

Select your PAB by clicking the arrow to the right of the "Show Names from the:" window until you see the selection "Personal Address Book." Scroll down the address window on the left until you see the address you saved. Highlight the address and click

The screenshot shows the "Inbox - Microsoft Outlook" window with an "Untitled - Message (Rich Text)" message. In the "To" field, the "Select Names" dialog box is open. The "Show Names from the:" dropdown is set to "Personal Address Book". The "Type Name or Select from List:" input field contains "DMS GSM(n)". Below it, a list of names is shown, including "AFESC Test", "CERTAUTH001 (U-NCTAMS)", "CERTAUTH0029 (U-NCTS Di", "DMS ANALYST2 PAC(n)", "DMS ANALYST4 PAC(n)", and "DMS GSM(n)". Arrows point to the "To->" and "Cc->" buttons, indicating where to click to add the selected names to the message.



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Finding a DMS Mail List

1

Each Service has created Mail Lists. Each Mail List contains a group of organizational members. When you send a message to a Mail List, all the members on the list will

Attribute Type	Attribute Value
DistinguishedName	ou=Mail Lists, ou=Navy, ou=DoD, o=U.S. Government, c=Us
objectClass	gb + ocOrganizationalUnit + ocTop
cn	Mail Lists
FromEntry	FALSE
AliasDeRefferenced	FALSE (Default)

2

Refine your search by clicking the binoculars icon.

Click the "Define Filter" button. Enter the Search Filter information (pictured: "cn Contains NAVACTS"). Click the "OK" button to

Group	Attribute	Not	Operator	Value
1	cn		Contains	NAVACTS

3

Once the Mail List entry is found, add it to your PAB by highlighting the entry and clicking the PAB icon. Click Close

Attribute Type	Attribute Value
DistinguishedName	cn=ALL NAVACTS OPEN SKIES(ou=Mail Lists, ou=Navy, ou=DoD, o=U.S. Government, c=Us)
objectClass	msplUserForRec2 + mailList + msplISDNs + dnsSMTPUser + mhslUser + dmhl + octop
cn	ALL NAVACTS OPEN SKIES(ou=Mail Lists, ou=Navy, ou=DoD, o=U.S. Government, c=Us)
mhsISubmitPermissions	lann13080000008030901930900613025530000000319030009105504014075524522e20474554524+44545+40000000318
mhsIPublicPermissions	lann13080000008030901930900613025530000000319030009105504014075524522e20474554524+44545+40000000318
mhsIPublicAddresses	lann13080000008030901930900613025530000000319030009105504014075524522e20474554524+44545+40000000318
AliasDeRefferenced	FALSE (Default)

Directory Tips

If a DMS entry in the Global Directory has changed and you have stored the entry in your PAB, your PAB entry will not update automatically. You must update your PAB to reflect the change.

You can send a single DMS message to both DMS and AUTODIN users. There is no need to send the same message twice.

The DMS Global Directory contains thousands of entries. To ensure that your directory search does not time out, scroll down the directory tree at least four levels before refining your search.

To add an address from a message that you have received into your PAB, open the message and click the Right mouse button on any of the addresses in the "To...", "From...", or "Cc..." lines. A menu will appear on your screen. Select *Add to Personal Address Book* using the Left mouse button. Repeat this step for all addresses you want to add to your PAB.

Note: The Department of Defense (DoD) has also created Mail Lists. To find a DoD Mail List, "walk down" the directory tree by double clicking the entries: C=Us, o=U.S. Government, ou=DoD. Then scroll down the DoD tree until you see the entry "ou=Mail Lists". Click "ou=Mail Lists" to highlight the entry. Perform steps 2 and 3 on this page to find the specific DoD Mail List you need and store it in your PAB.



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Finding an AUTODIN Entry

1

To assist the transition from the legacy AUTODIN message system to DMS, AUTODIN entries have been stored in the DMS Global Directory.

AUTODIN entries are stored alphabetically in the "AUTODIN PLAs" branch of the directory tree. To find an AUTODIN entry, access the DMS Global Directory and double click on the following branches of the DMS

directory tree: C=Us, o=Us, ou=AUTODIN PLAs, ou=DoD, o=U.S. Government, c=Us

Attribute Type	Attribute Value
DistinguishedName	ou=D, ou=AUTODIN PLAs, ou=DoD, o=U.S. Government, c=Us
objectClass	ocOrganizationUnit + ocTop
ou	D
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

2

Highlight the alphabetical listing where you expect to find your AUTODIN entry. Refine your search by clicking the binoculars icon. Click the "Define Filter" button. Enter the Search Filter information (pictured: "ou Contains DDA"). Click the "OK" button to return to the "Search Parameters" window. Click "OK" again to start the search.

Highlight the requisite AUTODIN entry and

Search Parameters

Base DN: ou=DISA, ou=DoD, o=U.S. Government, c=Us

Filter Name: commonName

OK Cancel Define Filter... Help

Define Search Filter

Name: commonName Scope: Base OneLevel Subtree

Group	Attribute	Not	Operator	Value
1	ou	<input checked="" type="checkbox"/>	Contains	DDA

OR AND UnGroup All Check filter New Filter Item Delete

OK Cancel Help

Adding Office Codes to an AUTODIN Entry

Get in touch with your point of contact to obtain requisite Office Codes.

Click "Tools" on the menu bar on the top line of the MS Outlook window, and click "Address Book" to open your PAB. Scroll through the entries in your PAB to find the AUTODIN entry you want to edit, highlight the entry and click the "Properties" button. This will open the Address Properties window.

Click the "X.400-Address" tab at the top of the window to display the e-mail address. Move the cursor along the e-mail address using the arrow keys until you see the term "DDA:ACP-PLAD=<PLANAME>"

(DDA:ACP-PLAD=ALBANY is pictured).

To enter office codes, type four slashes (///) immediately after the PLANAME, followed by the first office code, then type two slashes (//) followed by the next office code. To add additional office codes type two slashes (//) and the next code. When you are finished, type four slashes (///). (Pictured: DDA:ACP-PLAD=DDAG ALBANY GA///oc1//oc2//oc3///)

Click "OK" when complete. Office codes have now been *permanently* added to the AUTODIN entry in your PAB.

Click Close

Select Names

Show Names from the: Personal Address Book

Type Name or Select from List:

- CERTAUTH001 (U-NCTAMS Tg -> DDAG ALBANY GA)
- CERTAUTH002 (U-NCTAMS Di -> DDAG ALBANY GA)
- DAD MCRC ERR PARRIS IS
- DDAG ALBANY GA
- DMS ANALYST2 PAC(n)
- DMS ANALYST4 PAC(n)
- DMS GSM(n)
- DMS OPSDIR PAC(n)
- DMS-TEST PAC(n) Bcc ->

New... Properties Find... Send Options...

DDAG ALBANY GA Properties

Business | Phone Numbers | Notes X400 - Address

Display name: DDAG ALBANY GA

E-mail address: DDA:ACP-PLAD=DDAG ALBANY GA///oc1//oc2//oc3///

E-mail type: Always send to this recipient in Microsoft Outlook rich-text format

Add to: To Cc Bcc Send Options... << >>

OK Cancel Apply Help